

Job Title:

Tutor, College of Pharmacy

Job Description:

This position allows for P2, P3, and P4 students to share their pharmacy knowledge and experiences with one as a peer Tutor. The Tutoring Program also exposes these student pharmacists to the world of Academia and empowers them as a student leader and mentor. All students, except for the incoming class, have the opportunity each semester to apply for the program as a Tutor based on experience, professionalism, and academic performance with a GPA of 3.5 or higher.

Reports to:

Academic Affairs Coordinator

Classification:

Part-Time, Non-Exempt

Essential Duties:

- Tutor assigned CHSU students in one-on-one or group sessions, not to exceed four students per group;
- Utilizes payroll system to accurately log in tutoring hours each week;
- Represent the College of Pharmacy through courteous, professional behavior;
- Other duties as assigned.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by CHSU.

**Qualifications/
Education:**

- Minimum 3.5 GPA in College of Pharmacy coursework;
- Excellent communication skills via in person, email, and over phone;
- Ability to work with students one-on-one and in small groups;
- Available to work at least 8 hours per week during the academic semester.

Salary:

CHSU offers competitive wage and benefits packages and is an EEO employer

Application Instructions

Submit resume and cover letter electronically to careers@chsu.edu and type **TUTOR** in the subject field of the email.

*CHSU is an Equal Opportunity/Affirmative Action Employer.
Minorities, women, veterans, and persons with disabilities are encouraged to apply.*